

## POSITION DESCRIPTION

# POST GRADUATE ADMINISTRATOR, THEOLOGY

(0.5 FTE)

## Our Vision

A world shaped by love, compelled and informed by the Gospel.

## Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

## Location

This role is based at Laidlaw's Henderson campus.

## Key Relationships

**Responsible to:** Schools Administration Coordinator

**Other Key Relationships:** Postgraduate Lead  
Head of Theology  
Academic Faculty  
Postgraduate Students  
Programme Delivery Team  
Student Experience Team  
Other tertiary institutions

## Role Purpose

The Postgraduate Administrator, Theology (Henderson) has the key responsibility of ensuring the smooth operation of Laidlaw College's postgraduate programmes. The role covers three primary areas: Laidlaw Graduate School administration, programme administration and student administration. The Postgraduate Administrator role is key to the successful integration of these vital components of the College's School of Theology.

The Postgraduate Administrator plays a crucial role in maintaining a balance between all the procedural requirements of the postgraduate programmes and contributing to an excellent post graduate student experience. The Postgraduate Administrator assists the School of Theology to deliver quality theological programmes by working collaboratively with academic faculty and professional staff.

In addition to the responsibilities in this Position Description, the Postgraduate Administrator will carry out all reasonable work-related requests made by their Supervisor and undertake any tasks that are within their capabilities.

The Postgraduate Administrator will show a commitment to Laidlaw College's Health and Safety policy and will participate in creating a safe and healthy working environment.

## Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
<b>Laidlaw Graduate School Administration</b>	<p>Co-ordinate School of Theology Postgraduate Committee (PGC) meetings. Prepare and distribute the agenda and minutes.</p> <p>Co-ordinate the Postgraduate and Research Seminars and other events in conjunction with the PGC.</p> <p>Maintain electronic systems and records. Update the Postgraduate Handbook.</p> <p>Participate in School events when required.</p>
<b>Programme Administration</b>	<p>Prepare and process contracts and payments for Professional Teaching Fellows, moderators, and examiners.</p> <p>Provide assistance to Professional Teaching Fellows and other fixed term staff involved in the delivery of postgraduate courses.</p> <p>Provide support for postgraduate block courses.</p> <p>Assist with the course documentation approval process for Course Outlines (COs) and Course Assessment and Delivery Outlines (CADOs).</p> <p>Co-ordinate the postgraduate Year Planner.</p> <p>Receive postgraduate student research proposals from supervisors and present them to PGC for approval.</p> <p>Communicate postgraduate decisions to students.</p> <p>Co-ordinate Research Progress Reports and present any issues to the PGC.</p> <p>Co-ordinate examination arrangements as approved by the PGC for dissertations and theses.</p>

Co-ordinate external moderation of all postgrad taught courses.  
Co-ordinate applications for approval by the Ethics Committee.

**Student Administration**

Assist with postgraduate student applications, course selections, enrolments, and ILPs.  
Assist students with general queries of an academic and administrative nature.  
Communicate with students and staff as required via Moodle, email, phone etc.  
Attend to routine correspondence with students and lecturers and external staff regarding courses and academic processes.  
Receive doctoral enquiries and present documents to the Head of Theology.

# Qualifications

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
<b>Educational qualifications</b>	<b>Essential</b>  Must have a Bachelor's Degree or higher level qualification
<b>Skills/Knowledge/ Experience</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Excellent English communication skills (verbal and written)</li><li>• Strong eye for detail</li><li>• Strong interpersonal skills, demonstrating warmth and confidence, and excellent customer service skills, ensuring positive interaction with students, visitors and external stakeholders</li><li>• Strong time management, planning and organisational skills</li><li>• The ability to prioritise and work well under pressure to meet tight deadlines</li><li>• Ability to think creatively and strategically</li><li>• Ability to work autonomously and in a team, show initiative and take responsibility</li><li>• Demonstrable experience with information technology, in particular Microsoft Word, Excel, Outlook and databases</li><li>• Demonstrated integrity, discretion and sound judgement</li></ul>